



FAYETTE COUNTY, GEORGIA
Occupational Tax Certificate

Information Sheet

Persons engaged in any business, trade, profession or occupation within Unincorporated Fayette County, shall pay an occupation tax. This tax is separate from other regulatory guidelines that may be required prior to opening a business within the County.

Other requirements which may be applicable and should be verified as follows:

Zoning Ordinances conditional requirements including Home based businesses, contact Planning and Zoning, Suite 202, (770) 305-5421.

Fire Marshal inspection of commercial locations, contact Fire & Emergency Services, Suite 214, (770) 305-5211.

Reporting of tangible personal property, equipment, and inventory for Ad Valorem Tax purposes contact the Board of Assessors, Suite 108, (770) 305-5402.

All requirements must be met to maintain a valid occupational tax certificate.

FAYETTE COUNTY
OCCUPATIONAL TAX CERTIFICATE
APPLICATION INSTRUCTIONS

1. **Business Name and Address:** Fill in your business name, the physical location of your business and your business telephone number.
2. **Owners Name and Address:** Fill in the owner's home address, telephone number and emergency telephone number.
3. **Property Owner's Name and Address:** Fill in the name, address and telephone number of the property owner if it is different from the business owner's section.
4. **Type of Ownership:** Select Sole, Corporation or Partnership. Corporations must obtain articles of incorporation papers through the Secretary of States office 404-656-2000.

Enter the number of employees), owners do not count as employees), the type of business and tax identification number or social security number. (If you do not have a tax identification number you may obtain one by calling the Georgia Department of Revenue at: 404-417-4490.)

5. **State License:** Each person who is licensed by the Secretary of State pursuant to O.C.G.A. title 43 shall provide evidence of proper and current licensure before the county Occupational Tax Certificate may be issued.
6. **Sign and Date Application**

Requirements: To obtain an Occupation Tax Certificate from Fayette County the business must be physically located in Unincorporated Fayette County. If your business is located within the city limits of Fayetteville, Peachtree City or Tyrone you must contact the City Hall for that city.

Fees: Please reference the Occupational Tax Schedule

Renewal: Certificates expire December 31st of each year and must be renewed by January 31st to remain current. Renewal notices are sent out each December.

NEW for 2010 – Affidavit Verifying Status For County Public Benefit Application

Complete, sign and obtain notarization of the enclosed affidavit as required for compliance with the federal Systematic Alien Verification for Entitlements program.

Renewals can not be issued until status is verified.

Please contact the Fayette County Finance Department at: 770-305-5189 if you have any questions.

Affidavit Verifying Status For County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Fayette County, Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Fayette County Business Occupation tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for _____ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens

Notary Public
My Commission Expires: _____

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien,” legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FAYETTE COUNTY OCCUPATIONAL TAX APPLICATION

(for Businesses located in Unincorporated Fayette County only)

RENEWALS ARE DUE BY JANUARY 31, 2010

A

<input type="checkbox"/> New Address	<input type="checkbox"/> Address Same as Last Year
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Business Name: _____
Address: _____
Telephone Number: _____
Owner(s) Name: _____
Address: _____
Telephone Number: _____
Emergency Number: _____

B

TYPE OF OWNERSHIP

☐ Sole ☐ Corporation ☐ Partnership

Number of Employees: _____
Type of Business: _____
Tax Identification No: _____

If you hold a STATE LICENSE, a copy of this State Card MUST be ATTACHED.

State Card No: _____
Issued To: _____
Expiration Date: _____

Property Owner's Name: _____
Address: _____
Telephone Number: _____

D

I hereby certify that I am the owner or authorized agent of the business as named. I further certify that I will abide by the Occupational Tax Ordinance of Fayette County, Georgia, and that the foregoing information is true and correct to the best of my knowledge. I am aware that the occupational tax is valid until December 31st. Should any complaints be filed with this office or any other department, this occupational tax is subject to review and legal action may be taken.

Signature of Business Owner _____

Date of Application _____

E

Submit Completed Application & Check to:

FAYETTE COUNTY

140 Stonewall Avenue., West, Suite 101
Fayetteville, GA 30214

**MAKE CHECKS PAYABLE TO:
FAYETTE COUNTY**

Office Use Only:

C See Page 2 for Calculation of FEE

☐ New: ☐ Renewal:

Check No: _____ Cash: _____
Fee: _____
Late Fee: _____
Total Fee: _____

Receipt No: _____

License No: _____
NAICS Code: _____

Fire Marshal's Office:

Approved By: _____
Date: _____

Denied By: _____
Date: _____

Location of Property for New or Change of Address Applicants Only

District Land Lot

Zoning District: _____

Zoning Office:

Approved By: _____
Date: _____

Denied By: _____
Date: _____

Occupational Tax Schedule



Number Employees	Tax
0-3.....	\$ 75.00
4-6.....	\$ 150.00
7-10.....	\$ 250.00
11-15.....	\$ 375.00
16-25.....	\$ 500.00
26-50.....	\$ 750.00
51-100.....	\$ 1,000.00
101 +.....	\$ 10.00 each Up to \$1,500.00

PRACTITIONERS OF PROFESSIONS

Practitioners of professions shall elect as their entire occupational tax based on one (1) of the following:

1. The number of employees, or
2. \$150.00 per practitioner who is licensed to provide the service.

The following, although not exclusive, are examples of such practitioners of professions:

Architects	Land Surveyors	Practitioners of Physiotherapy
Chiropractors	Landscape Architects	Psychologists
Dentists	Mortgage and Family Therapists, Social	Public Accountants
Embalmers	Optometrists	Veterinarians
Engineers: Civil, Mechanical, Hydraulic, Electrical	Osteopaths licensed (under Chapter 34 of Title 43)	Workers, and Processional Counselors
Funeral Directors	Physicians licensed (under Chapter 34 of Title 43)	
Lawyers	Podiatrists	

STATE AND NATIONAL BANKS

An annual Occupational Tax will be required for all depository financial institutions located within unincorporated Fayette County at a rate of .0025 percent of the gross receipts of the year following the years in which such gross receipts are measured. Minimum fee shall be \$1,000.00. The deadline for payment is March 31st.

NOTE: Tax will be pro-rated at fifty percent (50%) of the original fee beginning July 1st for new applicants.